

Accounting for Investments

2022 Annual Treasurers Conference



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Internal Controls

➤ The purpose of the internal control process is to provide reasonable assurance that the mission and objectives of an organization will be achieved.

- Objectives
- Operations
 - Compliance
 - Reporting



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Internal Controls Components

- Control Environment
- Risk Assessment
- Control Activities
- Information and Communication
- Monitoring



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Board of Finance

- Indiana Code 5-13-7
 - County: Board of Commissioners and County Treasurer
- Duties
 - Annual meeting/ elect officers
 - Investment policy
 - Review of Investment Report

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Board of Finance Additional Duties

- Indiana Code 5-13-8
 - Designation of Depositories
 - <https://www.in.gov/tos/deposit/2377.htm>
 - Revocation of commission of depository
 - Number of Depositories

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Deposit of Public Funds IC 5-13-6

- Timely Deposit of Receipts
- Taxes collected by County Treasurer
 - Advance Draws



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Investment of Public Funds IC 5-13-9

- CD's and other Investments
- Posting a purchased investment
- Posting interest

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Investment Officers' Duties IC 5-13-9

- Investment policy
- Investments that mature after 2 years
- Contracts for Advisors

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Total Monies on Deposit Vs. Funds Specific Investments

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Total Monies on Deposit

- Money in the bank not associated with one specific fund
- No posting the purchase or sale of Investments to the Auditors Ledger
- Any interest earned should be posted to “Interest Earned” following county’s interest policy
- Not Reported on the Supplemental AFR

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Fund Specific Investments

- Posting to the Auditors Ledger:
 - Disbursement posted to “Purchase of Investments” when purchased
 - Receipt posted to “Sale of Investments” when matured
 - Any interest earned should be posted to “Interest Earned”
- Posting to the Treasurers Cashbook:
 - Included on Left side as a Purchase or Sale of Fund Investment
 - Reported on Supplemental AFR as an Investment

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Register of Investments

- Form 350 should include all investments shown at purchase cost
- Agrees to Investment Section on Right Side of Cashbook
 - Monthly Reconciliation

Provided by State Board of Accounts General Form No. 350

REGISTER OF INVESTMENTS

(USE A SEPARATE REGISTER FOR EACH INVESTMENT FUND. LIST EACH SECURITY INDIVIDUALLY.)

NAME OF UNIT													FUND						
DATE OF PURCHASE	NATURE OF INVESTMENT	SERIAL NO.	ISSUANCES (SECURITY)		MATURITY DATE	DATE OF PURCHASE	MATURITY VALUE	AMOUNT PAID			DATE PAID OR RECEIVED	AMOUNT RECEIVED			INTEREST RECEIVED				
			ISSUED BY	NO.				PRINCIPAL	ACCUMULATED INTEREST	TOTAL PAID		PRINCIPAL	INTEREST	TOTAL RECEIVED	DATE	AMOUNT	DATE	AMOUNT	

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Supplemental AFR

Supplemental Annual Financial Report
RETURN THE COMPLETED FORM TO THE OFFICIAL OF THE GOVERNMENTAL UNIT BY JANUARY 20TH.

Name of Governmental Unit: <u>Pleasant County</u>	Contact Person: <u>Jane Smitherson</u>
Office Name: <u>Treasurer</u>	Phone Number: <u>(559) 867-5309</u>
Year: <u>2021</u>	E-mail Address: <u>j.smitherson@pleasantco.in.gov</u>

List all accounts/funds managed by this office

Fund Name	Beg. Investment Balance	Ending Investment Balance	Beginning Cash Balance	Other Receipts	Other Disbursements	Ending Cash Balance	New Fund
After Settlement Collections			2,146,897.53	1,984,057.46	2,146,897.53	1,984,057.46	
M/VH (1176)	100,000.00	125,000.00					
General (1000)	400,000.00	650,000.00					

Certification: This is to certify that the data contained in this report is accurate and agrees with the financial records, to the best of my knowledge and belief.

Signature of Dept Official: <u>Jane Smitherson</u>	Title: <u>Treasurer</u>
Printed Name of Dept Official: <u>Jane Smitherson</u>	Date Signed: <u>1/5/2022</u>

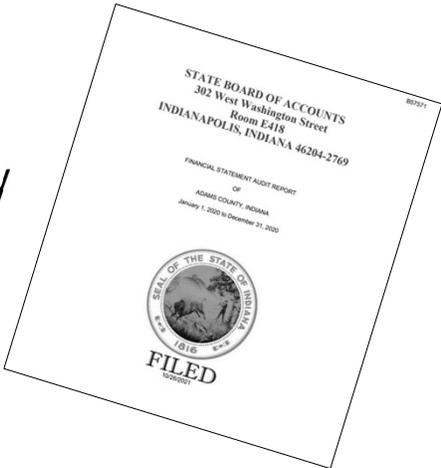
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Audit Expectations

- Review of Internal Controls
- Compliance - Statute & Local Policy
- Annual Financial Report
- Investment Statements



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Governmental Technical Assistance &
Compliance Directors

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